

Utility Account Transfer Request

Date: [Insert Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

I am writing to formally request the transfer of my utility account to a new address. Below are my current account details:

- **Account Holder Name:** [Your Name]
- **Current Account Number:** [Your Account Number]
- **Current Service Address:** [Your Current Address]
- **New Service Address:** [Your New Address]
- **Transfer Effective Date:** [Desired Date for Transfer]

Please let me know if you require any further information or documentation to process this request. I appreciate your assistance with this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]